



DEPARTMENT OF THE AIR FORCE
AIR FORCE INSTALLATION CONTRACTING AGENCY



27-Apr-17

MEMORANDUM FOR OFFERORS

FROM 772 ESS/PKS, Bldg 1
2261 Hughes Ave, Ste 163
JBSA Lackland, TX 78236-9853

SUBJECT: Request for Proposal (RFP), FA8903-17-R-0051, Conduct Remedial Action Operations and Long Term Monitoring for Site TA500 at Laughlin Air Force Base (AFB), Texas

1. This RFP is being issued in accordance with (IAW) FAR 13.5 and is a total small business set aside under NAICS 562910 (size standard 750 employees). The Government anticipates awarding a competitive Firm-Fixed Price (FFP) contract.
2. Notice to Offeror(s)/Supplier(s): Funds are not presently available for this effort. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date. In the event the Government cancels this solicitation, the Government has no obligation to reimburse an Offeror for any costs. Request your proposal remain valid for Government acceptance for a period of 120 days after the date offers are due.
3. The purpose of this effort is to conduct Remedial Action Operations and Long Term Monitoring for Site TA500 at Laughlin AFB, Texas. The requirement shall be completed in accordance with all applicable technical and regulatory requirements and the Performance Work Statement (PWS) dated 28 March 2017. The period of performance (POP) will be 15 months.

4. PROPOSAL SUBMISSION INSTRUCTIONS.

4.1 Proposals shall be submitted **no later than 2:00 PM CT on 31 May 2017.** If your proposal is received after the time and date listed, it will not be considered or evaluated for award. Offerors shall submit **one (1) original and one (1) CD copy** of the proposal to the address indicated below **addressed to the attention of the undersigned Contract Specialist.** Your CD-ROM format shall be compatible with Adobe PDF or Microsoft Word/Excel. No electronic submissions will be accepted.

Mailing instructions are as follows:

United States Postal Service

772 ESS/PKS, Bldg 1
ATTN: Christina Blevins
2261 Hughes Ave, Ste 163
JBSA Lackland, TX 78236-9853

All Courier's (FedEx, UPS, etc.)

772 ESS/PKS, Bldg 1
ATTN: Christina Blevins
3515 S. General McMullen, Rm 3026
San Antonio, TX 78226-2018

NOTE: *The two addresses are NOT interchangeable; e.g., USPS will not accept packages from FEDEX/UPS.*

4.2 Proposal shall be clear, concise, and shall include sufficient detail for effective evaluation. The proposal should not simply rephrase or restate the Government's requirements; but, rather shall provide convincing rationale to address how the offeror intends to meet the requirements.

4.3 Text for all sections shall be single-spaced, on 8 ½ x 11 paper with a minimum one-inch margin all around. The schedule shall not exceed 11 x 17 inches in size. Font size shall be no less than Times New Roman 10 pt. except for tables, figures, or charts, which can contain a smaller legible font. A page printed on both sides will count as two pages. If page limits are exceeded, the excess pages will be destroyed and will not be read or considered in the evaluation of the proposal. All proposal information shall be submitted in either MS Word or PDF format.

4.4 The proposal shall not contain any extraneous information such as advertisements, or marketing information.

4.5 Three ring binder shall be clearly identified and **TABBED** as outlined below:

Binder: Contractual Documentation
Price
Technical

Note: Price will be one of three sections presented in one three-ring binder. Price does not need to be submitted in a separate binder, but should be clearly marked.

Volume	Paragraph Number	Title	Page Limit	Original	CD Copy
I		CONTRACT DOCUMENTATION			
	4.5.1.1	Cover Letter	Unlimited	1	1
	4.5.1.2	Tax Liability Form (Attachment 6)			
	4.5.1.4	Representations and Certifications			
II		PRICE (FACTOR 1)			
	4.5.2.2	Schedule B (Attachment 5)	Unlimited	1	1
III		TECHNICAL (FACTOR 2)			
	4.5.3.1	Technical Approach	15	1	1
	4.5.3.2	Schedule	5		
	4.5.3.3	Management Approach	5		

4.5.1. CONTRACTUAL DOCUMENTATION

4.5.1.1. Offerors shall provide a cover letter in their proposal to include current points of contact (Contract Manager and Program Manager), cage code, mailing address, current e-

mail address and phone number. Offerors shall also confirm proposal validity for 120 days.

4.5.1.2. In accordance with FAR 52.209-11, offerors are required to complete the attached “**Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)**”, Attachment 6.

4.5.1.3. By submitting a proposal, the Offeror agrees to comply with the provision at FAR 52.203-18 entitled “**Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements – Representation (Jan 2017)**” and the clause at FAR 52.203-19 entitled “**Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (Jan 2017)**”, (Attachment 7). The clause will be incorporated at contract award.

4.5.1.4. Offerors shall include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications – Commercial Items, with its proposal (Attachment 8).

4.5.1.5. There is no page limit for this section.

4.5.2. PRICE

4.5.2.1. Cost and Pricing Data are not required under this competitive acquisition; but, if only one proposal is received, cost and pricing data may be required (which may include other than cost and pricing data or certified cost and pricing data). The offeror, however, shall submit:

4.5.2.2. Complete SCHEDULE B (Attachment 5) and include the document in this section.

4.5.2.3. Any cost or pricing information submitted shall be addressed **ONLY** in the pricing section.

4.5.3. TECHNICAL

Offerors shall include their technical narratives for **FACTOR 2**. The technical narrative portion shall be in the same exact order as the tasks identified within the PWS.

4.5.3.1. Offerors shall provide a technical approach that discusses the offeror’s approach to completing all of the environmental requirements in the PWS. This section is limited to 15 pages. At a minimum, the following should be addressed in the technical approach:

- Approach to complete all environmental services and necessary reporting in accordance with the PWS and appropriate regulatory requirements
- Ability to meet the unique requirements for conducting work at Laughlin AFB, TX and meeting the appropriate access and security requirements
- Compliance with and understanding of all applicable federal, state, and local statutes and regulations as they relate to environmental requirements

4.5.3.2. Offerors shall include a proposed schedule for completing the effort within the requested POP. The schedule shall illustrate the plan to meet the delivery dates. The schedule may be submitted in MS Project format, but must also be accompanied by a

portable document format (pdf) version of the printed schedule. **The schedule is not subject to the font size in 4.3 and shall not exceed five (5) pages.**

4.5.3.3. Offerors shall submit a management approach detailing how they plan to accomplish all the requirements of the PWS. The management approach shall not exceed five (5) pages. At a minimum, the following shall be included:

- Description of the field and management team, including key personnel, and how these will interact and operate
- Brief discussion of the experience of all proposed management, technical onsite and reach back personnel (to include subcontractors) for supporting the requirements outlined in the PWS; and the ability to meet the Government's requested POP
- If teaming partner/subcontractor is proposed, offeror shall identify any teaming partner/subcontractor role for this effort and provide how they will manage the teaming partner/subcontractor proposed, and identify key teaming partner/subcontractor staff qualifications and experience as they relate to technical requirements

4.5.3.4. Technical approach volume is limited to **15 pages**. Schedule is limited to **five (5) pages**. Management approach is limited to **five (5) pages**. The total number of pages allotted for this section is **25**. Note that each "face" of a sheet is considered a "page".

5. EVALUATION OF PROPOSALS

5.1. The Government will review all proposals received to determine if they are responsive to the RFP requirements. A responsive proposal is one that meets all the terms, conditions, and specifications of the RFP. Offerors must provide all documents listed and comply with all submission instructions in order for their proposal to be considered "responsive" to this RFP.

5.2. Selection shall be made on a Lowest Price Technically Acceptable (LPTA) basis. LPTA means that the best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price determined reasonable. The LPTA evaluation approach process will be as follows:

Step 1 – Rank all proposals by price.

Step 2 – Evaluate the three (3) lowest priced proposals for technical acceptability and price reasonableness. If there are not at least three (3) proposals received under subject RFP then evaluate the number of proposals received for technical acceptability and price reasonableness.

Note: For purposes of efficiency, if more than three (3) proposals are received, only the three (3) lowest priced proposals will be evaluated for technical acceptability. If any of the lowest priced proposals are rated technically unacceptable, the evaluation process will flow down and continue with the next lowest priced proposal, one by one until a proposal is determined technically acceptable or until no proposals remain to be evaluated. If less than three (3) proposals are received then all proposals will be evaluated for technical acceptability.

6. EVALUATION CRITERIA. Factors that will be evaluated under this RFP include:

FACTOR 1 – PRICE

FACTOR 2 – TECHNICAL

FACTOR 2 will be used to determine whether the proposal is **TECHNICALLY ACCEPTABLE**. Please note that any assumptions provided with your proposal will be reviewed and may affect your technical acceptability.

6.1. The following **ADJECTIVAL RATINGS** will be used to assess whether a proposal is **TECHNICALLY ACCEPTABLE**.

6.1.1. ACCEPTABLE. Proposal meets the requirements of the solicitation.

6.1.2. UNACCEPTABLE. Proposal does not meet the requirements of the solicitation.

Proposals with an UNACCEPTABLE rating in Factor 2 - Technical will not be eligible for award.

6.2. FACTOR 1 – PRICE

6.2.1. Price analysis will be conducted. The three (3) lowest priced proposals will be evaluated for technical acceptability and price reasonableness. If there are not at least three (3) lowest priced technically acceptable proposals, then the number of lowest priced technically acceptable proposal(s) will be evaluated for price reasonableness and completeness.

6.2.2. The proposed price will be evaluated on bottom line price for the entire effort. A price is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. The three (3) lowest priced technically acceptable proposals will be evaluated utilizing the techniques as outlined in FAR 15.404 – Proposal Analysis.

6.2.3. If there are only two (2) technically acceptable proposals, then the two (2) technically acceptable proposals will be evaluated utilizing the techniques as outlined in FAR 15.404 – Proposal Analysis.

6.2.4. If only one (1) proposal is received and is determined to be awardable the price evaluation team may request the Offeror to submit cost and pricing data.

6.2.5. Total price shall be entered on Schedule B (Attachment 5). **Please enter all amounts in whole dollars.**

6.3. FACTOR 2 - TECHNICAL

6.3.1. The following will be used to assess whether a proposal is **TECHNICALLY ACCEPTABLE**:

6.3.1.1. This factor is met when the offeror proposes an achievable, technically sound, realistic approach that clearly and completely demonstrates how they intend to complete the environmental requirements in accordance with the PWS. The Government will evaluate the technical approach based on the following:

- Adequately demonstrates a technical approach for completing all environmental services and necessary reporting in accordance with the PWS and appropriate regulatory requirements

- Adequately demonstrates the ability to meet the unique requirements for conducting work at Laughlin AFB, TX and meeting the appropriate access and security requirements
- Adequately demonstrates compliance with and an understanding of all applicable federal, state, and local statutes and regulations as they relate to environmental requirements

6.3.1.2. This factor is met when the offeror proposes a schedule, within the period of performance, that is achievable, measureable, and demonstrates progress towards meeting delivery dates, as stated in the PWS.

6.3.1.3 This factor is met when the offeror adequately demonstrates a comprehensive management approach to ensure quality services and deliverables in order to achieve all of the requirements in the PWS. The Government will evaluate the management approach based on the following:

- Proposal clearly identifies roles and responsibilities for the team and how well the team will interact and operate; key personnel shall be clearly identified
- Proposal clearly demonstrates the experience of all proposed management, technical onsite and reach back personnel (to include subcontractors) for supporting the requirements outlined in the PWS; and the ability to meet the Government's requested POP
- Proposal demonstrates efficient and effective management of teaming partners/subcontractors and clearly identifies key teaming partner/subcontractor staff qualifications and experience as they relate to technical requirements

7. The Government may award without discussions. Offerors should submit their initial proposal with this in mind. The Government, however, may conduct discussions, if the CO determines this is in the interest of the Government. Upon receipt of the proposals, the CO and technical representatives will review the initial proposals after which the CO will, decide to award without conducting discussions/negotiations or to hold discussions with one or more offerors. When discussions/negotiations are conducted, each offeror with whom discussions/negotiations were opened shall be given an opportunity to revise their initial proposal to reflect any changes that result from the discussions/negotiations. The CO will award the contract to the offeror presenting the best value to the Government, based on either the initial or revised proposal.

8. BASIS OF AWARD. The Government intends to award a single contract from this RFP to the responsible offeror whose proposal conforms to the RFP's requirements (includes all stated terms, conditions, and all other information required by the RFP) and is determined to represent the **BEST VALUE** to the Government. **BEST VALUE under this RFP means the Government will select the technically acceptable proposal with the lowest evaluated reasonable price under the LOWEST PRICED TECHNICALLY ACCEPTABLE process.** This process does not permit tradeoffs and proposals are evaluated for acceptability, but not ranked using the non-cost/price factors.

9. CRITICAL MILESTONES

9.1. MILESTONES

RFP Released
 Questions Regarding RFP Due
 Government Responses Released
Proposal Due Date

SCHEDULE

27 April 2017
 2:00 PM CT on 11 May 2017
 19 May 2017
2:00 PM CT on 31 May 2017

10. Service Contract Act Wage Determinations: Wage Determination No. 2015-5303, Revision 3 is applicable to this requirement.

11. The combination of the Prime and any Contractor Team Arrangement partners under the contract must adhere to FAR 52.219-14, which states that at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

12. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95, or most current version. The provisions at FAR 52.212-1, Instructions to Offerors – Commercial and FAR 52.212-2, Evaluation – Commercial Items, apply to this acquisition. The specific instructions and evaluation criteria are included in this RFP letter.

The clauses at FAR 52.212-4, Contract Terms and Conditions – Commercial Items and 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items apply to this acquisition. Additional FAR, DFARS, and AFFARS provisions and clauses that are applicable to this acquisition are also included in Attachment 9.

13. ANY QUESTIONS or CONCERNS regarding this requirement shall be submitted in writing to the CO, Christina G. Fernandez at christina.fernandez@us.af.mil and copy the Alternate Contracting POC, Christina Blevins at christina.blevins.5@us.af.mil NLT 2:00 PM CT on 11 May 2017. Note that questions will not be accepted after the date listed. All questions shall be submitted on Attachment 4. As of the date of this letter, you are requested not to contact anyone other than the points of contacts identified in this paragraph to discuss this effort. Your proposal and all communications shall be directed to the CO.


CHRISTINA G. FERNANDEZ
Contracting Officer

Attachments (12):

1. Performance Work Statement, dated 28 March 2017
2. Base Support Letter dated 16 February 2017
3. Service Contract Act Wage Determination No. 2015-5303, Revision 3, revised 14 March 2017
4. Questions and Answers Template
5. Schedule B
6. FAR 52.209-11 "Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)
7. FAR 52.203-18 & 52.203-19 Internal Confidentiality Agreements dated Jan 2017
8. FAR Clause 52.212-3, Offeror Representations and Certifications – Commercial Items
9. FAR Clause 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items and Additional Provisions and Clauses
10. Exhibit A & B CDRLs dated 7 March 2017
11. Final Uniform Federal Policy Quality Assurance Project Plan/Workplan for Remedial Action Operations and Long Term Monitoring at Site TA500, Laughlin AFB, TX dated June 2015
12. Final Corrective Action Plan Addendum Petroleum Storage Tank Release, dated July 2014